MONTGOMERY COUNTY
Charles W. Gilchrist
Center for Cultural Diversity

MID-COUNTY REGIONAL SERVICES CENTER · 2424 Reedie Drive, #220 · Wheaton MD
Phone: 240-777-4940 · Web: *www.montgomerycountymd.gov/gilchrist*

FALL 2016 - Wheaton

BASIC COMPUTERS I FOR ABSOLUTE BEGINNERS

Learn: Computer fundamentals, Microsoft Windows, basic Microsoft Word and Email

No.	Class Schedule	Date	Taught in	Registration
A	Monday, 9:00-11:00 am	9/26 – 11/14	Spanish	Tuesday, September 13 at 1pm
B	Tuesday, 7:00-9:00 pm	9/27 – 11/15	English	Tuesday, September 13 at 5pm
C	Wednesday, 9:30-11:30 am	9/28 – 11/16	English	Tuesday, September 13 at 1pm
D	Wednesday, 5:00-7:00 pm	9/28 – 11/16	Spanish	Tuesday, September 13 at 5pm
E	Thursday, 5:00-7:00 pm	9/29 – 11/17	English	Tuesday, September 13 at 5pm

INFORMÁTICA BÁSICA PARA APLICAR EN SU TRABAJO – 1º CURSO

Este programa está compuesto de tres cursos diseñados para los que no poseen conocimiento de computación previa. El programa, en general desarrolla las habilidades necesarias para su trabajo o negocio, y se ofrecerá en Otoño 2016, Invierno, y Primavera 2017. Temas del primer curso: familiarización con la computadora, uso del teclado y ratón, e introducción de archivos y carpetas.

No.	Class Schedule	Date	Taught in	Registration
F	Wednesdays, 12:00-2:00 pm	9/28 – 11/16	Spanish	Tuesday, September 13 at 1pm

BASIC COMPUTERS II FOR BEGINNERS

Prerequisites: Solid keyboarding and mouse skills and frequent use of email. Learn: More MS Word, Internet, other MS Office applications and general social media

No.	Class Schedule	Date	Taught in	Registration
G	Tuesday, 5:00-7:00pm	9/27 – 11/15	English	Tuesday, September 13 at 5pm
H	Wednesday, 7:00-9:00pm	9/28 – 11/16	Spanish	Tuesday, September 13 at 5pm
J	Thursday, 7:00-9:00pm	9/29 – 11/17	English	Tuesday, September 13 at 5pm
K	Saturday, 9:00-11:00am	9/24 – 11/12	Spanish	Saturday, September 17 at 10am
L	Saturday, 11:00am-1:00pm	9/24 – 11/12	English	Saturday, September 17 at 10am

How to Register: In-person, on the registration date and time listed for each class.
Registration Fee: **$15.00** for county residents, **$30.00** for non-county residents. CASH or CHECK only.

- Registration fee is not refundable; no make-ups or refunds for missed classes.
- Space is limited; each student can register for ONE class only.
- Registration is first come, first served until classes are full.
- Open to ages 18 years and up only.

Gilchrist Center will be CLOSED
Summer Maintenance
August 15 – August 19, 2016
Labor Day Weekend
September 3 – September 5, 2016
Veterans Day
November 11, 2016
Thanksgiving
November 21 - November 26, 2016
In case of **bad weather** please call: 240-777-4940.

WE CAN HELP YOU IN YOUR LANGUAGE!

Ask us about...Employment & Job Search-– Computer Classes– Healthcare –Free or Low Cost Legal Help–Spanish Literacy and Classes– Tax Preparation, Volunteer Opportunities and more!

Find us on f
GilchristCenterForCulturalDiversity